



INDIANA DEPARTMENT OF HOMELAND SECURITY

For more information on the PEM program or to download an application please visit our website at:

<http://www.in.gov/dhs/2618.htm>

Indiana Department of Homeland Security

Professional Emergency Manager

Program Details



PEM Basic

The Basic PEM builds a foundation to introduce participants to the emergency management profession. The skills obtained in the Basic PEM are those necessary to perform common job duties.

- Management for Emergency Managers
(prerequisite of Introduction to Emergency Management)
- Comprehensive Emergency Management Planning
- Exercise Design and Evaluation/ HSEEP
- Developing and Managing Volunteers
- Damage Assessment
- FEMA's Independent Study #800.b- *National Response Framework, An Introduction* (**must submit copy of FEMA certificate with this application**).
- Be an organizer, member of the exercise design team, or exercise player for a tabletop exercise.
- College coursework in the above subjects may substitute on a 1-to-1 basis for the PEM coursework. Participants will still have to complete the professional contributions and the comprehensive examination.

Master Contributions to the Professional Cont.

7. Be a FEMA certified Master Exercise Practitioner through EMI's MEP Program.
8. Be a FEMA certified Master Trainer through the EMI's Master Trainer Program.
9. Write and successfully obtain an emergency services-related competitive grant to aid your community (other than IDHS/ FEMA/USDHS grants).
10. Develop a course of at least 3 hours in length pertaining to emergency management or homeland security issues. Course must be compliant with the US DHS Office of Grants and Training guidelines. Guidelines include development of a period of instruction, lesson plans, agenda, instructor guide and student manual, visuals, and a training support package consisting of handouts, exams, answer sheets, and any other materials related to the course. (Provide written proof and a copy sent to jurisdiction EMA Director, appropriate IDHS staff, and a copy must be submitted to the PEM Coordinator with application).
11. Teach (as an adjunct instructor, lecturer, or professor) emergency management coursework at a higher education (post-high school) institution.
12. Provide proof of legislative contact related to an improvement of emergency management or homeland security policy or law to the PEM coordinator. Proof may be legislative session minutes, written documentation from a supervisor attesting to your role, or a transcript.

Master Contributions to the Profession

(choose 2)

1. Conduct a case study on an Emergency Management or Homeland Security-related incident in your jurisdiction, district, or state. List the current situations and several reasonable solutions. Present study to Emergency Management director & agencies involved in the study.
2. Study emergency communications within your jurisdiction or county and develop a plan to address shortcomings.
3. Author or co-author an article and publish it in a scientific or emergency services professional publication.
4. Facilitate an After Action Review (AAR) meeting and author a written AAR report of an exercise or actual event. Written report must include identification of shortfalls and strong points, corrective actions, and lessons learned. AAR must be sent to jurisdictional Emergency Management director and IDHS PEM Coordinator within 60 days post-event.
5. Conduct research project on an emergency management or homeland security-related problem that is applicable to Indiana. Research project should include a review of reports, documents, maps, or other articles related to the problem or a similar problem; in-depth analysis to define the problem including origin, cause, or contributing factors to the problem; and a conclusion stating the logical solution or a recommendation for future research.
6. Conduct a hazard analysis of your jurisdiction. List the probable hazards or threats. Develop a Risk Assessment to define the likelihood of occurrence. Develop a Vulnerability Analysis to determine how vulnerable your community is to the hazards or threats. Study your jurisdiction's Comprehensive Emergency Management Plan and other plans for addressing those hazards. Address any weaknesses and propose solutions through development of a prevention or protection strategy.

Basic Contributions to the Profession

(choose 6)

1. Design public information related to emergency management: brochure, posters, booklets, etc.
2. Provide a seminar or workshop on any emergency management or homeland security subject in your jurisdiction. You may use a contract entity.
3. Be a Community Emergency Response Team (CERT) member or IDHS certified CERT trainer.
4. Conduct a presentation in a public forum focusing on emergency management or homeland security-related topic.
5. Receive an award or special recognition for excellence in emergency management or public safety.
6. Be a current member of the International Association of Emergency Managers.
7. Be a current member of the Indiana Emergency Management Alliance or the National Emergency Management Association.
8. Be a member of the local Citizens Corps Council or be a volunteer with the Council.
9. Be a member of an Emergency Management or Homeland Security committee, subcommittee, or task force at the Federal, State, District, or local level. Examples include District Planning councils, District training committees, D-MORT task force, district response team task force, LEPC, et cetera.
10. Be an active participant or a volunteer of the Emergency Operations Center staff or fill a command or general staff member of the Incident Command.
11. Be a member of a specialty team such as a tactical team, search and rescue, water rescue, HAZMAT team, et cetera.

PEM Senior

The Senior PEM continues the emergency manager's professional development through more challenging coursework and professional contributions.

- Incident Command System/ Emergency Operations Center Interface
- Emergency Operations Center Management & Operations
- Resource Management
- Leadership & Influence
- Decision Making/ Problem Solving
- Effective Communication
- Creative Finance
- Be an organizer, member of the exercise design team, or exercise participant (Evaluator, Controller, Simulator, Facilitator, or Player) in a functional exercise.

* College coursework in the above subjects may substitute on a 1-to-1 basis for the PEM coursework. Participants will still have to complete the professional contributions and the comprehensive examination.

PEM Master

The capstone of the PEM program, the Master Level is for those seeking the highest professional emergency management certification available through the State of Indiana. It includes resident coursework at FEMA's Emergency Management Institute (EMI).

- Basic Public Information Officer
- Flood Fight Operations
- Mass Fatalities Incident Management
- Debris Management
- Instructional/Presentation Skills
- Legal Issues in Emergency Management
- FEMA EMI Train-the-Trainer course (EMI resident course at least 16 hours in length excluding travel time)
- Be an organizer, member of the exercise design team, or exercise participant (evaluator, controller, simulator, facilitator, or player) in a full-scale exercise.

* College coursework in the above subjects may substitute on a 1-to-1 basis for the PEM coursework. Participants will still have to complete the professional contributions and the comprehensive examination.

Senior Contributions to the Profession Cont.

10. Be a contract instructor for IDHS in one of the following disciplines: EMS, C.E.R.T., Fire, EMA, SAR, Hazmat, Radiological, WMD/Terrorism, NIMS/ICS, Fire and Building Codes.
11. Be involved in creating or revising a local ordinance or state statute, resolution, proclamation, or executive order related to emergency management, homeland security, public health, or public safety. Examples include NIMS resolution, No Burn ordinances, Debris Management ordinance, and Emergency Management ordinance.
12. Participate in a search and rescue exercise or be an organizer, member of the exercise design team, or exercise participant (Evaluator, Controller, Simulator, Facilitator, or Player) in a search and rescue exercise or actual event.
13. Instruct or lecture as a guest subject-matter expert for an emergency management course at a higher education (post-high school) institution.

Senior Contributions to the Profession

(choose 4)

1. Create or institute the use of an audio-visual or technology-based product for use in emergency management (website, canned public safety messages for television, etc).
2. Be a valid, active member of a local, state, or federal emergency management or homeland security-related committee.
3. Assist in the design or development of a continuity of operations plan for an agency, department, business, or any public or private entity (hospital, school, etc).
4. Assist in the design or development of standard operating procedures for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, etc).
5. Study a local comprehensive emergency management plan to find weaknesses and make recommendations to the local Emergency Management Agency to address those weaknesses.
6. Special assignment related to emergency services such as: Task Force assignment, disaster deployment, public safety educator such as a D.A.R.E. officer or Risk Watch/Learn Not to Burn program coordinator, school resource officer, etc).
7. Have a hazardous materials or weapons of mass destruction operations-level certification.
8. Act as volunteer coordinator for an emergency management or homeland security-related event, operation, or program. Examples include but are not limited to conference coordinator, C.E.R.T. program coordinator, search and rescue team coordinator, shelter coordinator, and donations management coordinator.
9. Serve in a leadership role for a local, district, or state-level committee, task force, organization, or advisory board. Examples include Chairperson, Secretary, Treasurer, Vice Chair, Task Force Commander or Training Officer.